

# Focus on Fleet

Summer 2002

A publication of the SC Budget and Control Board  
General Services Division, Office of State Fleet Management



## From the State Fleet Manager

When this time of year rolls around, we think about lots of special things here at State Fleet. Like most folks, we think about fireworks, parades, barbecue, burgers on the grill, and maybe a trip to the lake or the beach.

But we also think about our military men and women, especially those serving overseas, who won't be able to spend this Fourth of July with their loved ones at home. We think more about that here, I think, because so many of us here have had the honor of serving our country in the uniformed services. Not only have I had this honor, but also Bill Page, our Maintenance Team Leader, Bob Bonner, Elase Portee and Tony Jones. This reflection is even more poignant in light of the attacks of September 11 and the ongoing War on Terror.

In this issue of *Focus on Fleet*, we are doing a couple of things differently: first, we have a new look that we hope will make the newsletter easier on the eye. We also have a feature article about Elase Portee's service at the Pentagon beginning last Fall.

There are also interviews with Bill Corder of Vocational Rehabilitation and Donnie Longshore of the University of South Carolina as part of our continuing series of profiles on Fleet Managers and Shop Managers.

Finally, we have a few words about safe and courteous driving. Now that the weather is hot again, tempers may flare, and we need to be extra careful not to fight fire with fire, especially on the public highways. No matter what happens, though...

...*Y'all be safe out there!*

—Gerald W. Calk  
State Fleet Manager



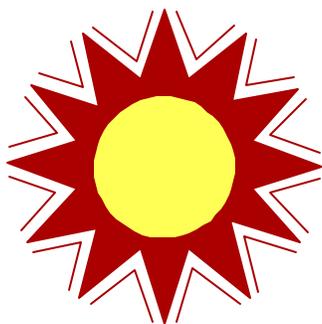
## They're Still Out There!

Summer school is in session in many South Carolina school districts. Besides summer school, buses are used for special education, in selected places where the school year doesn't correspond to the old agriculturally-based school season, and for other planned school activities.

The National Safety Council reports in its 2001 Edition of *Injury Facts* that school bus-related crashes killed 164 persons and injured some 18,000 in 1999 (the most recent data available). Many readers in the Columbia area will recall a recent tragic incident in which a young girl lost her life at a school bus stop.

No matter what the time of year, we must always be attentive to the big (or little) yellow school bus. They carry a precious cargo: our future!

For more information on safety issues, contact Ron Tvorik, State Fleet Safety Officer, at 803-737-1602.



## Inside Focus on Fleet:

- Special Insert: New Preventive Maintenance Schedules
- Fleet Manager Profile: Bill Corder, Vocational Rehabilitation
- Shop Manager Profile: Donnie Longshore, University of South Carolina
- Independence Day: A Talk with Lt. Colonel Elase Portee of State Fleet

# Fleet Manager Profiles: Bill Corder

## Fleet Manager at Vocational Rehabilitation since 1966

Right from the start, Bill Corder comes across as a genial man. A pillar of the Department of Vocational Rehabilitation since 1966, he bought the agency's first passenger vans in 1968; at that point he became Voc Rehab's first Fleet Manager. His official title is Procurement Manager, but vehicles have always fallen under his purview. Although he has accomplished many things in his career, the first one he mentioned to me was that his was the first agency to buy vehicles in any color other than white or Highway Department Yellow. He currently oversees a fleet of some 137 passenger vans and 52 trucks.

Current budgetary strictures have been a challenge for Voc Rehab. Because there are no funds to purchase new vans, he has revised the retention schedule: vans that were once sold at four years of age with 75,000 to 100,000 miles are now sold at up to eight years of age, with anywhere from 150,000 to 200,000 miles. This practice has a dual effect on the bottom line: not only does the fleet have to spend more on maintenance (for instance, replacing several truck engines in the last year at \$4,000 to \$8,000 each), but the vans sell for less when they are auctioned off at Surplus Property. Voc Rehab vans have enjoyed a high reputation at Surplus because of the quality of maintenance and because they were turned in sooner than at some agencies. In fact, says Mr. Corder,

"people call up Surplus to ask when they're going to get some more Voc Rehab vans in. They're that popular."

Mr. Corder, a Columbia native, graduated from the University of South Carolina. During his time in the Army, he was assigned to the Motor Pool, part of the Quartermaster's office. However, another important component of his training for this position was the three years he spent driving a school bus while he was attending Lower Richland High School. Hands-on experience is in many ways the best teacher. He also attends meetings of the South Carolina Governmental Fleet Managers Association (SCGFMA) as often as he can. In fact, he worked with Claudie Davis, Allen Spence and others to found the organization.

Safety is a vital part of Voc Rehab's program. All drivers (but especially van drivers) must take the eight-hour Defensive Driving Course (DDC-8) within 90 days of employment; they take the refresher course (DDC-4) every three years. What's more, if a driver is at fault in even a minor accident with little or no damage, the driver has to attend the DDC-8 again at his or her own expense.

Drivers must also perform daily safety and maintenance inspections on their vehicles. "The way the public sees and perceives those vehicles means a lot." Mr. Corder sends out periodic reminders

that backing is the number one cause of vehicle accidents; he also plans to make full use of State Fleet's new Van Driver's Safety Course. Finally, after an incident where a member of the public brandished a firearm at a Voc Rehab driver after a minor accident, all the vans are now equipped with emergency telephones.

Mr. Corder's emphasis on safety training has been helpful in many instances, but Voc Rehab is especially proud of Mr. Floyd Collier, a van driver at the Department's site in Aiken. Mr. Collier recently received an award for 25 years of safe driving (no accidents or moving violations). It is an accomplishment for any employee to maintain a safe record, but it's extraordinarily tough for someone who drives all the time.

The budget situation has had an adverse impact on many State agencies, but Mr. Corder is responding to the challenge. Voc Rehab is making use of the state's Regional Transit Authorities where possible. Mr. Corder also encourages drivers to make pre-trip safety checks, including checking tire pressure. "It's amazing what effect that can have on your gas mileage," he says. And while he believes State government is generally placing sufficient emphasis on good fleet management procedures, he wishes he could give a better compensation package to his drivers. He feels that would help him retain experienced employees and recruit new ones as needed.

He also mentions that State Fleet Management's handling of vendor contracts, the Commercial Vendor Repair Program, and the State Fuel Card as excellent fleet management tools. And he says using SCESIS has made his job a great deal easier. "We used to have our own system, but SCESIS captured more data more easily." However, he would like to see more Alternative Fuel infrastructure (a goal which SFM is also trying to realize).

Retirement is already a reality for Bill Corder, at least within the next five years: he is already on the TERI program, so his service is now limited. When he does finish working, he will have plenty of opportunities to keep busy: he is an avid fisherman and loves to work on his classic

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Focus on Fleet is published four times a year by the South Carolina Budget and Control Board, General Services Division, Office of State Fleet Management, 1022 Senate Street, Columbia, SC 29201-3160.



# Called to Serve

## Elease Portee called to Duty at the Pentagon

Many of our readers know Elease Portee as State Fleet's Assistant for Fleet Maintenance. She has served in this position since 1990. However, not everyone knows that she is also a Lieutenant Colonel in the U. S. Army Reserve. In fact, the Columbia native returned not long ago from special service at the Pentagon.

Prior to 1974, women were not allowed to go through ROTC (Reserve Officer Training Corps) in college, so Elease was one of the last classes to enter the Army through the Women's Army Corps (WAC). The program that actually saw her into the service was called the College Junior program, and

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*Bill Corder Interview  
(continued from page 2)*

cars. He has a 1965 Volkswagen 21-window van, a '68 Beetle, and a 1965 Mustang hardtop.

Mr. Corder is proud not only of his Fleet, but also of his department, for a reason close to home: his brother benefited early in life from its services, and went on to lead a productive life as a small business owner. "A lot of people would have written him off," says Mr. Corder, "but they gave him the help he needed to become independent. If he hadn't gotten that help, he might have spent his life living off the government. Instead, he has helped pay for it."

—Jonathan Eason, Editor  
**Note:** Associate Editor  
Margie Valladares wrote the  
questions for this series of interviews.

it was then a woman's only option for going into the Army as an officer (the US Military Academy would not open its doors to women until 1976). She served on active duty for a number of years and then went into the Army Reserve.

Shortly after September 11<sup>th</sup>, this Benedict College alumna felt the call to return to serve her country again on active duty. However, she had too little time left in the service to be posted overseas, so she was given a domestic assignment (as detailed below).

In response to inquiries by some readers, Lt. Col. Portee sat down with me for a brief discussion about her service at the Pentagon.

### **Editor: What happened?**

**Elease Portee:** I was contacted by a friend telling me that the Pentagon was looking for O-5s [Lieutenant Colonels] to work in the Army Operations Center on the crisis action team. I telephoned the US Army Personnel Center and told them I was interested in volunteering, and soon I received orders to go to the Pentagon for a 139-day assignment. This all happened around the end of October.

### **When did you go?**

I left South Carolina on 2 November 2001 for Northern Virginia. I reported to the Office of the Chief of the Army Reserve who gave an orientation on our jobs that we would do in the Pentagon. We received security briefings and security badges. A week later we reported for duty at the Pentagon, after our inprocessing was complete.

Once we started work, I worked 12-hour shifts for 8 days straight, either 8:00 AM to PM or vice versa. Then after four days off we would start the other shift for the next eight days. Once I was assigned to the Mobilization Branch in the Army Ops Center, where we actually mobilized reserve units and personnel to come onto active duty to support Operation Enduring Freedom and Operation Noble Eagle.

Along with those duties I worked in the Army Operations Center (AOC) for the Crisis Action Team (CAT). The Crisis Action Team consists of 30-plus officers representing each area of the Army. Within minutes of the September 11<sup>th</sup> attacks the Team was activated.

### **What did you like about the job?**

I liked serving. I had never worked at that level of the military. It was a good experience – an eye-opener working at the level of the Department of Defense.

### **What did you hate about it?**

Being away from my daughter was the primary thing, but the long hours got to me as well. Sometimes the shifts lingered on into thirteen or fourteen hours.

**I felt good about it because I felt I needed to do something after 9-11. I felt proud to serve again at a time of need.**

—Jonathan Eason, Editor

# RECOMMENDED PREVENTIVE MAINTENANCE SCHEDULE AND TASKS

Agency Management Responsible For Placing Each Vehicle In The Proper Maintenance Schedule

SCEMIS CODES	SCHEDULE MONTHLY INTERVAL	SCHEDULE MILEAGE INTERVAL	* VEHICLE INSPECTION	CHANGE OIL & FILTER	CHECK AIR FILTER	FUEL FILTER CHECK/REPLACE	PCV VALVE REPLACE	CHECK IF TRANSMISSION SERVICE DUE	CHANGE STANDARD PLUGS	CHANGE PLATINUM PLUGS	CHANGE EXTENDED LIFE COOLANT	CHANGE STANDARD COOLANT	LUBRICATE AS NEEDED	ROTATE TIRES TRUCKS	PURSUIT CARS ROTATE TIRES OWNER IDENTIFIED SERVICE NEEDED	CHECK OWNER'S MANUAL FOR OTHER PM INFORMATION	
(POLICE PURSUIT) ROTATE TIRES & INSPECT BRAKES EVERY SERVICE. OTHER SEVERE SERVICE ROTATE TIRES & INSPECT BRAKES 1ST SERVICE THEN EVERY 8,000 MILES THERE AFTER																	
<b>PA</b>	<b>SEVERE SERVICE</b>																
	3 MONTHS OR 4,000 MILES																
PAA	3 MTS	4,000	X	X									X	X	X	X	X
PAB	12 MTS	12,000	X	X	X								X		X	X	X
PAC	24 MTS	24,000	X	X	X	X		X					X		X	X	X
PAD	48 MTS	48,000	X	X	X	X	X	X	X	96,000	96,000	X	X		X	X	X
(VEHICLES 1-TON & BELOW ( NO DUAL WHEELS ) NOTE: ROTATE TIRES 1ST SERVICE THEN EVERY 10,000 MILES THERE AFTER																	
<b>PB</b>	<b>NORMAL SERVICE</b>																
	12 MONTHS OR 5,000 MILES																
PBA	12 MTS	5,000	X	X									X	X		X	X
PBB	24 MTS	15,000	X	X	X								X			X	X
PBC	36 MTS	30,000	X	X	X			X					X			X	X
PBD	60 MTS	60,000	X	X	X	X	X	X	X	120,000	120,000	X	X			X	X
(MED AND HVY DUTY, TRUCKS AND VANS - GAS ENGINE																	
<b>PC</b>	<b>NORMAL SERVICE</b>																
	12 MONTHS OR 5,000 MILES																
PCA	12 MTS	5,000	X	X									X			X	X
PCB	24 MTS	15,000	X	X	X								X			X	X
PCC	48 MTS	30,000	X	X	X	X		X					X			X	X
PCD	60 MTS	60,000	X	X	X	X	X	X	X	120,000	120,000	X	X			X	X

\* VEHICLE INSPECTION

Exhaust System, Suspension, Steering System, Tires, Belts and Hoses  
All Fluid levels and top off as needed, Lights, Horn, and Wipers.

# RECOMMENDED PREVENTIVE MAINTENANCE SCHEDULE AND TASKS - DIESEL ENGINES

Agency Management Responsible For The Proper Maintenance On Each Vehicle

Change 1 Dated May 28, 2002

	<b>SCEMIS CODES</b>	<b>SCHEDULE TIME INTERVAL</b>	<b>SCHEDULE MILEAGE INTERVAL</b>	<b>SCHEDULE HOURS INTERVAL</b>	<b>CHANGE OIL &amp; FILTER OR USE OIL ANALYSIS</b>	<b>* VEHICLE INSPECTION</b>	<b>DRAIN WATER AND SEDIMENT FROM FUEL SYSTEM</b>	<b>CHECK AND REPLACE AIR INTAKE FILTERS OR BREATHERS AS NEEDED</b>	<b>CLEAN, CHECK AND/OR REPLACE FUEL FILTER</b>	<b>LUBRICATE AS NEEDED</b>	<b>INSPECT COMPLETE BRAKE SYSTEM</b>	<b>SERVICE/REPLACE AIR COMPRESSOR FILTER AS NEEDED</b>	<b>TEST COOLANT FOR ACID AND ADD EXTENDER AT 24 MONTH INTERVALS</b>	<b>NOTE CHANGE COOLANT AT 48 MTH'S OR 96,000 MILES</b>	<b>ADJUST ENGINE VALVE LASH IF NEEDED</b>	<b>TEST CHARGING SYSTEM &amp; LOAD TEST BATTERIES</b>	<b>OWNER IDENTIFIED SERVICE NEEDED</b>	<b>CHECK OWNER'S MANUAL FOR OTHER PM INFORMATION</b>	
<b>PD</b>	<b>Diesel Eng Oil 16 or More Qts (TRUCKS DIESEL ENGINE)</b>										<b>ENGINE OIL CAPACITY 16 or MORE QUARTS</b>								
	<b>12 MONTHS, 12,000 MILES OR 450 HOURS</b>																		
PDA	12 MTS	12,000	450	X	X	X	X	X	X	X	X	X					X	X	
PDB	24 MTS	24,000	900	X	X	X	X	X	X	X	X	X					X	X	
PDC	48 MTS	96,000	3,600	X	X	X	X	X	X	X	X	X	NOTE	X	X	X	X	X	
<b>PE</b>	<b>Diesel Eng Under 16 Qts Oil (TRUCKS DIESEL ENGINE)</b>										<b>ENGINE OIL CAPACITY UNDER 16 QUARTS</b>								
	<b>12 MONTHS, 5,000 MILES OR 250 HOURS</b>																		
PEA	12 MTS	5,000	250	X	X	X	X	X	X	X	X	X					X	X	
PEB	24 MTS	25,000	1,000	X	X	X	X	X	X	X	X	X					X	X	
PEC	48 MTS	50,000	2,000	X	X	X	X	X	X	X	X	X	NOTE	X	X	X	X	X	

\* **Vehicle Inspection:** Exhaust System, Suspension, Steering System, Tires, Wheels, Lug nuts, Belts and Hoses, Turbo Charger If Equipped, Belt Tensioner if Equipped, All Fluid levels and top off as needed, Lights, Horn, Wipers, and all attached equipment



*This melted minivan fell victim to static electricity.*

## Don't Let This Happen to You!

Although it may seem like a bad Internet hoax, there is considerable danger from **static electricity** when you are refilling your vehicle with gasoline.

According to a study by the Petroleum Equipment Institute, which supplied the photo at left, static electricity can be generated by the driver or other occupants getting in or out of the car while the vehicle is refueling. This static can create a spark when it is discharged, and the results can look a lot like this partially melted minivan.

If you absolutely must get back in your car while you are refueling, the Institute says you should touch a metal part of your car to discharge the static before you touch the nozzle.

The Institute has received over 150 incident reports since 1999. Damage ranged from minor (partial melting or scorching) to total destruction of the vehicle.

For more information, visit the Institute's website at [www:pei.org](http://www:pei.org).

## State Fleet Management Awards Safe Driver Certificates

To qualify for a Safe Driver Award, an employee must have operated a State-owned vehicle for at least a year and driven a minimum of 11,000 miles without incurring a moving violation or being responsible for an accident. The employee must also have completed an approved driver training course within the past three years. Over 4,500 State employees at the agencies listed below have been awarded **Safe Driver Award Certificates** for 2001

- Adjutant General's Office Emergency Management Division
- ATC (TMSI)
- Business Carolina, Inc.
- Chief Information Office/ Office of Information Resources
- Citadel
- Clemson University
- Commission for the Blind
- Consumer Affairs
- CRPTA (Regional Transit Authority)
- Department of Health and Environmental Control
- DHEC: Upper Savannah EQC
- Department of Mental Health
- Department of Public Safety
- Department of Social Services
- Department of Vocational Rehabilitation
- Election Commission
- Facilities Management
- Generations Unlimited
- Internal Operations
- Labor, License and Regulation
- McCormick County Council on Aging
- Newberry Council on Aging
- Office of General Services
- Pickens Council on Aging
- Piedmont Council on Aging
- Public Service Commission
- Risk Management
- Santee Council on Aging
- SC Dept. of Corrections
- SC State Board
- SC Disabilities and Special Needs
- SC Dept. of Probation, Pardon and Parole
- School for the Deaf and Blind
- Senior Resource
- Senior Solutions
- SC Law Enforcement Division
- Trident EIC
- USC- University Facilities

# Shop Manager Profiles: Donnie Longshore

## University of SC Shop Manager since 1982

On 12 June, I sat down with Donnie Longshore of the University of South Carolina to talk a little about his career and about his guiding philosophy of automotive maintenance.

Mr. Longshore started out as an automotive technician at USC in 1978 after working in a service station (remember those?) and rose to supervisor in 1981, a position he has held ever since. Four technicians and two tradesworkers are entrusted to his care, as well as the University's 465 motor vehicles.

Mr. Longshore says his training before he came to USC consisted mainly of "OJT," but he has taken many training courses since then on matters ranging from repair to management skills. The electrical, air conditioning, brakes and general troubleshooting classes are the best, he says, because "ABS [Antilock Braking System] drives people crazy." Besides, he adds, "correct diagnostics is the key to keeping costs down."

He also finds a good resource in the South Carolina Governmental Fleet Managers' Association (SCGFMA). The annual SCGFMA Conference is an excellent place to pick up new information, especially technical information from vendors and manufacturers, and to network with fellow fleet management professionals. Learning "what's new, what's coming out, lets you base your training needs around what you're going to see in the future."

Mr. Longshore has three grown children, including one son who works for the Lexington County Sheriff's Department and another who is carrying on the family tradition as an automotive technician at Herndon Chevrolet. He also has a number of interesting hobbies, including woodworking and tinkering with his 1957 Chevy pickup, but this Prosperity native's most interesting hobby is his service as Assistant Chief of the Circle Volunteer Fire Department. His main duty (not unlike his professional duties at USC) is to keep the five fire trucks in top working condition. He

With parts and fuel costs going up over the last couple of years, Mr. Longshore says his greatest challenge has been learning to operate a vehicle shop under budget-cutting conditions. In a shop that does preventive maintenance, automatic transmission repair, engine overhauls, differential repairs and overhauls, brakes and tires, he has charged his technicians never to "try-and-buy" parts. He says you have to do proper diagnostics and "be sure the part you buy is really going to fix the problem." The budget cuts are also challenging because the shop must continually buy new equipment (scanning and diagnostic tools) to keep up with today's rapidly evolving technology.

Many owners of flex-fuel vehicles have been frustrated by the absence of fueling stations for Ethanol or CNG. Mr. Longshore says that the University has "a bunch of [flex-fuel Ford] Tauruses, but till now we haven't used ethanol. That's changing now that DHEC has opened their [ethanol] fueling station."

USC has also begun using electric cars on campus. Made by GEM, these little vehicles are used by the housing department to facilitate student move-in and move-out days and to move supplies

around campus. These vehicles present a maintenance challenge because they have six batteries each; if one of the batteries is compromised, the whole system comes down and the vehicle won't function. Technicians have to check each of the batteries regularly, as well as lubricate the chassis and check the brakes. So far USC has three of these vehicles and wants more: "they're working real well."

Mr. Longshore says he has no immediate plans for retirement, although he has been working for USC some 24 years now. But "in about five years," he says, "I'd like to be driving a tour bus part-time. Haul kids around. And enjoy the good life."

## Dates for Van Driver's Safety Course Announced

State Fleet Management is proud to announce the continuation of the popular Van Driver's Safety Course in Fiscal Year 2003. Here are the dates the course will be offered:

- Tuesday, 13 August 2002
- Tuesday, 27 August
- Monday, 16 September
- Tuesday, 17 September
- Monday, 7 October
- Tuesday, 8 October
- Friday, 8 November
- Friday, 10 January 2003
- Friday, 28 February
- Friday, 21 March
- Friday, 11 April
- Friday, 23 May
- Friday, 13 June

Note that all Van Driver's Safety Classes are currently limited to 16 participants. The classes are held at the Criminal Justice Academy Driving Range on Broad River Road in Columbia.

Enrollment is handled on a **First Come, First Served** basis.

Please contact Ron Tvorik, State Fleet Safety Officer, at 803-737-1602, fax 803-737-1160, or email RTvorik@ogs.state.sc.us.

General Services Division  
State Fleet Management  
1022 Senate Street  
Columbia, SC 29201



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## Odds and Ends

### Reminder: Check the Gas Gauge!

Check your fuel gauge before you begin a trip across town or across the state. We have had some vehicles towed in recently out of fuel.

Although it may be hot to stand outside to pump fuel, it is certain to feel hotter waiting at the side of the road to be towed in when your vehicle stops because it has run out of gas. It is better to begin your trip with a full tank than to take a chance in this hot weather.

### Quarterly Accident Reports Due

All agencies are reminded that they are required to submit their Quarterly Accident Reports no later than the tenth working day following the end of each quarter.

### Schedule your DDC Classes Now!

Now is the time to schedule the National Safety Council's Defensive Driving Classes for Fiscal Year 2003. This includes the DDC eight-hour course and the four-hour refresher course. If your agency can provide at least 15 students, we can teach on site.

Remember to check our web site at [www.ogs.state.sc.us/sfmo](http://www.ogs.state.sc.us/sfmo) for details about times and dates available throughout the State.

### Van Driver's Safety Course

SFM is pleased to report that nine agencies provided 124 participants in the Van Driver's Safety Course (VDSC) for Fiscal Year 2002. The nine agencies are:

- Babcock Center
- Coastal Carolina University
- Allendale Council on Aging
- Bamberg Council on Aging
- Darlington Council on Aging
- South Santee Council on Aging
- Department of Health and Human Services
- Department of Mental Health
- Department of Social Services

As we mentioned in the Spring 2002 issue of *Focus on Fleet*, we recommend that all agencies who lease vans from State Fleet Management and/or ADA vehicles send their drivers to this course.

For more information about the Van Driver's Safety Course or about Fleet Safety in general, contact Ron Tvorik at (803) 737-1602